



# SUBDIVISION APPLICATION

## Public Services Department – Planning Division

408 N. Spokane St. Post Falls, ID 83854  
208.773.8708 Fax: 208.773.2505

**STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Received by: \_\_\_\_\_ Fee paid: \_\_\_\_\_ Project# \_\_\_\_\_

### PART 1 – REQUIRED MATERIAL

**\*\*THE APPLICATION WILL NOT BE ACCEPTED IF THE REQUIRED MATERIALS ARE NOT PROVIDED\*\***

A subdivision is any division of a lot, tract or parcel into two or more lots and accompanied by proposed new streets or extension of existing streets, municipal sewer and water services.

*(For additional information on this process and requirements please see PFMC 17.04)*

- Completed Subdivision Pre-application:** Name of Subdivision at Pre-application stage, and Date of pre-app.
- Completed application form**
- Application fee** *(Per most recently adopted fee resolution)*
- A written narrative:** Describing the proposal
- Subdivision Plans:** (specific elements are identified in PFMC 17.12.040(A-C)) - *To include all lots being dimensioned and with square footage for each lot depicted, for the application to be considered complete.*
- Water District Will-Serve Letter:** (MC Section 17.17.060(H)(1) – a subdivision cannot be approved unless a definite provision has been made for a water supply system that is adequate in terms of quantity, and quality for the type of subdivision proposed.
- Owner authorization letter:** If there is to be an applicant or consultant acting on the owner’s behalf.
- A report(s) by an Idaho licensed Title Company:** *By a Title Company licensed in the state of Idaho, as to ownership of record and any interest of record in the subject property. Provide a report of property owners within 300 feet of the external boundaries of the proposed development. The applicant will incur a public hearing mailing fee in the amount of \$6.00 per hearing notice per property within the 300 feet radius. Applications are required to one (1) publication notice in the local newspaper and are \$300 per public hearing, of which can be paid at the time of application. **\*\*NOTE\*\* if the notices are not paid at the time of application, the planning department will mail an invoice to the applicant for the public hearing mailing and publication fees; these fees must be paid before the application is place on the agenda***

**NOTE: Subdivision applications that are not deemed complete will not be processed.**

**Plans Checked By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PART 2 – APPLICATION INFORMATION**

<b>PROPERTY OWNER:</b>		
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>
<b>APPLICANT OR CONSULTANT:</b>		<b>STATUS: ENGINEER OTHER</b>
<b>MAILING ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP:</b>
<b>PHONE:</b>	<b>FAX:</b>	<b>EMAIL:</b>

**SUBDIVISION INFORMATION:**

<b>PROPOSED SUBDIVISION NAME:</b>		
<b>PROPERTY GENERAL LOCATION OR ADDRESS:</b>		
<b>PROPERTY LEGAL DESCRIPTION (ATTACH OR DESCRIBE):</b>		
<b>TAX PARCEL #:</b>	<b>EXISTING ZONING:</b>	<b>ADJACENT ZONING:</b>
<b>AVERAGE LOT SIZE:</b>	<b>CURRENT LAND USE:</b>	<b>ADJACENT LAND USE:</b>
<b>SIZE OF SITE:</b>	<b>NUMBER OF LOTS:</b>	<b>DENSITY:</b>
<b>DESCRIPTION OF PROJECT/REASON FOR REQUEST:</b>		

**SITE INFORMATION:**

<b>ASSESSOR'S PARCEL NUMBER(S):</b>		
<b>COMPREHENSIVE PLAN DESIGNATION:</b>		
<b>LOCATION OF PROPOSED ACCESS TO THE SITE:</b>		
<b>SIZE AND POINT OF UTILITIES CONNECTION:</b>	<b>WATER SIZE:</b>	<b>LOCATION:</b>
	<b>SEWER SIZE:</b>	<b>LOCATION:</b>

NAME AND LOCATION OF NEAREST SCHOOL(S):		
LOCATION OF AND DISTANCE TO NEAREST FIRE STATION OR SUB-STATION:		
STREET(S) SERVING THE PROJECT (PROVIDE R-O-W AND PAVEMENT WIDTH):		
PHYSICAL DESCRIPTION OF SITE (TOPOGRAPHY, COVER, FEATURES):		
ANY PHYSICAL LIMITATIONS? (ROCK OUTCROPS, SLOPE, ETC.):		
NO	YES (PLEASE ATTACH DESCRIPTION)	

### **PART 3 – CERTIFICATION**

**\*\*Applications will be scheduled to go before the Planning and Zoning Commission once the material submitted has been reviewed by staff and has been determined to be considered a complete application.**

**CERTIFICATION:**

I understand that the applicant or representative shall attend the public hearing before the Planning and Zoning Commission and that the decision on a Subdivision is final; unless appealed by myself, by adjoining property owners, or by other affected persons. I also understand that the Subdivision Plat is a separate application to be approved by the City Council before it can be recorded. All the information, statements, attachments and exhibits transmitted herewith are true to the best of my knowledge. I hereby certify that I am the owner or contract buyer.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

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### **PART 4 – COMPLETED BY CITY STAFF:**

COMPLETED PRE-APP:	YES:	NO:
	PRE-APP NAME:	PRE-APP FILE#:
IF NO PRE-APPLICATION, REASON?		